

Report for Week Ending 10 April 1957
from
PROJECT STAFF

1. Contributions

a. Completed evaluations on the following employee suggestions:

- (1) 1617 - Typewriter Lift Boxes (Adopted) ✓
- (2) 2950 - Combination Ink and Pencil Typewriter Eraser with Brush (Adopted) ✓
- (3) 2952 - Specially Perforated Chain Envelope (Not adopted) ✓
- (4) 2899 - Revised Mail Logging Card (Not adopted) ✓

b. Reviewed eight requisitions for filing equipment, one for two twelve foot Roll-Dex units, and seven for four safes and 35 five-drawer cabinets. Returned two requisitions to DD/P for further review.

2. Projects Active

- a. Graphics Registry Division Files Survey - Completed installation of Division and two Branch files. Project is 95% complete.
- b. BR Shelf File - Project - Arranged with Art Metal Construction Company to furnish six factory samples of special charge-out folders made to our specifications. Continued Bid Specification development with Procurement Division.
- c. IR Shelf File Project - In process of requisitioning unit of Borroughs shelving for test Installation. [redacted] indicated possible extension of shelving to three IR Branches rather than to just one Branch as recommended in our memorandum of 28 March 1957. This will depend upon test of the single unit. 25X1
- d. Security Office Shelf File Project - Furnished specifications and information to [redacted] for test installation of open shelf unit.
- e. [redacted] Project
Developed work measurement system for Vault operation to be discussed and installed week of 16 April 1957.
- f. Employee Suggestion 2856, Form Dispatch for Requesting Security Clearance Information. Collaborated with the suggester to extend the application of her suggestion to all branches of SE Division. [redacted] will be asked to evaluate this suggestion for the rest of DD/P. 25X1
- g. Installation of Filing System in OSI - Completed the installation in the Electronics Division and began work in the Applied Science Division. Project is approximately 60% complete.

3. News

- a. Arranged to show seven Agency people, including three ARO's, shelf filing installation ~~at~~ by Public Health Service. Trip is scheduled Friday 12 April.
- b. Previewed the film "The Typewriter in Business" with members of the Office of Training. The film was not considered appropriate for clerical training. However, it offered some good tips for office managers.
- c. Three employees from ORR Map Division accompanied last week's trip to the V.M. repository to work on the Map Collection.



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from
RECORDS DISPOSITION BRANCH

Contribution

Approved a request from the ARO, OCI, to permit destruction of a record at specific intervals. The item on the schedule was revised and the Records Center notified. During the 15 months this schedule has been in effect, 22 items have been revised. This is an indication that the schedule may need reappraisal and that the Records Officer is actively pushing the Records Disposition Program.

Assignments (Active)

Project 6-40 - Office of Central Reference

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The inventory phase has been completed for all components of OCR. Schedules are being prepared and will be sent to them for comment or concurrence. Project is 70% complete.

Project 6-81 - Office of Logistics

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No change from previous Report - Project is 99% complete.

Project 6-88 - Office of Logistics

25X1

All records of the Stock Management and Requirements Section have been inventoried and total volume amounts to 65.9 cu. ft. Since the existing Records Schedule for the Section does not cover or identify all record series a listing has been prepared to identify these records. The listing also contains proposed disposition instructions for all records covered and those instructions which differ from existing ones will be coordinated with the ARO. Project is 30% complete.

Project 6-90 - Commercial Staff

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Approximately 24 cu. ft. of material has been surveyed. Until a definite decision has been made, the survey will be confined to administrative records and some commercial projects under the control of DD/S and DD/I. Project 20% complete.



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FORMS MANAGEMENT BRANCH

1. Contributions:

a. Tangible

(1) Completed twenty-five actions requiring the printing of 457,400 copies or sets of blank forms. This is a decrease of 16 2/3% in the number of actions and a decrease of 380,450 copies compared with last week.

(2) Five new forms and nine revised forms were approved. One form was obsoleted.

b. Intangible

(1) The contractor (McGregor Carbon Forms, Inc.) who produced some 41,000 unsatisfactory Document Control Forms (717) for Commo. has agreed to replace defective materials in 20 days.

2. Assignments

a. Active

- (1) Fourteen new and ten revised forms are pending.
(2) Six Employee Suggestions are currently being evaluated.

25X1 3. News

a. [] completed OTR "Basic Management Course."

25X1 b. [] completed the "Form and Guide Letter Course" conducted by the National Archives.

25X1 c. [] made application to American University to attend the National Archives sponsored Records Management Course 3-14 June.



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Report For Week Ending 9 April 1957
 From
 Records Center

During this week the following accessions were made:

GSO	1 Cu. Ft.
PERS	40 " "
OL	21 " "
COMMO	3 " "
COMPT	6 " "
OCR	2 " "
ORR	7 " "
Sub-Total:	80 Cu. Ft.
Finished Intelligence	34 " "
Total:	114 Cu. Ft.

V M Material	617 Cu. Ft.
Records Holdings	21,321 " "
Distribution Material Holdings	10,457 " "
Total:	32,395 Cu. Ft.

Distribution Material Disposed of at Center	35 Cu. Ft.
Distribution Material Transferred from Center	20 " "
Records Disposed of at Center	0 " "
Records Transferred from Center	0 " "

Accessioning

The Personnel Office retired 32 cubic feet of personnel folders which were reboxed due to an inadequate packing job.

Reference

The NIE and SNIG reports in Supplemental Files were inventoried, reboxed, and relocated. The disposal of excess copies amounted to a savings of 30 cubic feet in space.

Disposal

A Disposal Tickler File is being implemented for Supplemental Material. This file will serve as a schedule for adjusting the stock level of reports and disposing of the over stocked reports.

General

In the near future the Center will start to service the NIE and SNIE reports which are presently being serviced by OCR/Documents Division. However, the OCR/Library Division will maintain five

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General - Continued

copies in order to service top priority request. Also, five copies of superseded NIE and SNIG reports will be maintained by the Center. The final analysis as to number of copies received, retention periods and superseded reports will be determined at a later date.



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Chief, Records Center

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The following figures indicate the space utilization by operating component within the Center:

<u>Operating Component</u>	<u>Available</u>	<u>Utilized</u>	<u>Total</u>
Supplemental Distribution	1,983	9,927	11,910
DD/P	2,577	6,153	8,730
DD/S	774	7,086	7,860
DD/S (Compt.Grilled Area)	338	142	480
DD/I	394	6,416	6,810
DD/I (Grilled Area)	1,698	2,082	3,780
DCI	37	23	60
Map Negative	673	917	1,590
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Total:	8,474	32,746	41,220